



Job Description Tips

How to write a job description

In essence, a great job description showcases your role to the potential candidates looking for a new position.

A good job description will also focus your attention (and your recruiters) on what is really needed in the role. Whether it is a replacement hire or a newly created position, the requirements of a particular role will be clearly highlighted and provide a clear set of objectives to identify the most suitable candidate. Done well, the job description will save time, ensuring you see only the most relevant professionals.

- Job title - ask your consultant if your role title effectively sells the position
- Department - outline how your team fits in with the wider organisation
- Key summary on your company, including a line on culture and career progression
- Reporting lines - who are the direct reports and any 'dotted line' reports
- Specific key responsibilities - describe in detail, but write them in an engaging way
- Length of employment (i.e. is this going to be a permanent or contract position)
- Qualifications required
- Work experience/background - remember to differentiate what's essential and what's preferred.
- Salary and benefits

For assistance writing your job description, please contact Fiona Divers, Director at Total Recruitment Group 0141 889 5655 / 07939 124133